

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AFMC INSTRUCTION 10-215

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Operations

FUNCTIONAL AREA MANAGER

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This instruction is designed to provide guidance to HQ AFMC Functional Area Managers (FAMs) on the purpose, responsibilities, duties, and training requirements for AFMC FAMs. This instruction was written to incorporate information from AFMAN 10-401, Vol I, and includes procedures applicable to the Global Command and Control System (GCCS) and Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

Chapter 1

FUNCTIONAL AREA MANAGER

1.1. Purpose. The purpose of this instruction is to provide the HQ AFMC Functional Area Manager (FAM) with a reference on the responsibilities of Unit Type Code (UTC) management. UTC management refers to ensuring the worldwide availability of the Command's UTCs for contingency operations and the accuracy of its documentation within AFMC's War & Mobilization Plan 3 (WMP-3). UTC availability constitutes a unit being manned, trained, and equipped to accomplish their mission capability. While there are always special cases, much of UTC management is routine and can be standardized.

1.1.1. Definition. The Functional Area Manager (FAM) is the individual responsible for the management of a specific functional discipline to support wartime contingencies during deliberate, crisis action planning and Air & Space Expeditionary Force (AEF) rotations. Responsibilities include developing policy, managing and maintaining UTCs, monitoring readiness reporting, force posturing, and other functional analysis. Detailed guidance is contained in AFMAN 10-401 Vol I, Chapter 9.

1.1.2. The primary mission of the FAM is to provide a single point of contact for AFMC installations, AFMC Operations Office (to include Battle Staff and Contingency Operations Deployment Action Team [CODAT]), and Joint Planning and Execution Community (JPEC) on matters relating to tasking and deploying AFMC resources and capabilities within their functional area. AFMC FAMs are the liaisons in the planning process between Air Staff and the units. They respond to Air Staff taskings and guidance and relay appropriate taskings to field units. They also coordinate with the other MAJCOM FAMs on wartime matters that affect their functional units. AFMC FAMs designate specific units and UTC configurations for possible contingency tasking. FAMs also keep track of the availability of forces and equipment, provide their UTC availability to the MAJCOM war planners and track their readiness status and training via the AEF UTC Reporting Tool (ART).

1.2. Responsibilities.

1.2.1. AFMC FAMs are responsible for issuing command planning guidance to members of their functional areas concerning doctrine, employment, deployment and unit configurations. All deployable personnel and their associated equipment fall under the oversight of the HQ AFMC FAM. The HQ FAM operates as an integral part of the AFMC deployment process. During contingency operations and exercises, the HQ FAMs will work with the CODAT/MPRC (Manpower & Personnel Readiness Center) (located in building 266, area 34, room S035) to coordinate all UTC taskings and execute all phases of the deployment process involving the use of functional resources.

1.2.2. AFMC FAMs will regularly review the AEF libraries for deployment information on the most current taskings, including personnel and equipment, associated with their functional UTCs. Additionally, these reviews will be done to facilitate deployments during various types of contingencies from exercises and humanitarian assistance up to and including general war.

1.2.3. Each directorate shall appoint a primary and alternate FAM with at least one civilian (if available) serving in the primary or alternate role. A sample FAM appointment letter is at [Attachment 2](#). Replacement FAMs should be appointed prior to the departure of the current FAM with enough overlap to allow for training and continuity. It is the current FAM's duty to ensure a replacement has been selected and in place before departure. All FAMs will reside at HQ AFMC and/ or Wright Patterson AFB. AFMC/XP-AO will maintain a current listing of all AFMC FAMs

1.2.4. Security Clearance. All FAM positions require a minimum SECRET clearance. Personnel assigned as AFMC FAM's must possess AF Form 2586, **Unescorted Entry Authorization Certificate**, per HOI 31-201, *Command Center Physical Security, Access, Entry*.

1.2.5. Operational Capability. AFMC FAMs must be capable of operating under all types of battle staff configurations from response cell up to fully manned battle staff. Operations can be conducted within either close-hold (i.e., Special Category) or normal operating environments. Basic processes and procedures are essentially the same under all types of scenarios.

1.2.6. Additional information can be obtained from: AFMAN 10-401, Vol I, Chapter 9, which specifically addresses the role of the FAM at all levels; Air Staff, MAJCOM, NAF, and Wing.

1.3. Duties.

1.3.1. During the deliberate planning process, HQ FAMs will do the following: compare each functional UTC with Unit Manning Documents (UMD) to ensure all authorizations are postured in standard or associated UTCs; notify units of the UTCs they are required to provide based on UTC/ UMD comparison; identify units within AFMC for specific numbers and types of UTCs that will be built during deliberate planning; ensure each unit's Designed Operational Capability (DOC) Statement reflects the current UTC tasking. Notify the AEF scheduler and AFMC/XP-AO when significant changes in AFMC's UTC availability occur due to reorganizations, deactivations, or other force structure changes

1.3.1.1. Submit a revised DOC Statement immediately when a unit tasking is changed to either add or delete UTC(s) required to support the DOC. Any changes to DOC content, such as unit data, UTC identification, unit reporting instructions, or other material that effects the actual reporting of information requires a new/revised DOC Statement.

1.3.1.2. FAMs will maintain a current listing of all UTCs in their functional area for use in deliberate and crisis action planning via the AEF TPFDD library. Advise the Air Staff FAM, AEF Center Functional Scheduler, and AFMC/XP-AO when changes in availability occur.

1.3.1.3. Monitor the readiness status of all functional units on a continuous basis by identifying deficiencies and work with affected units on corrective action. Initiate measures to correct deficiencies within affected units. FAMs will forward recommendations to the Air Staff FAM for those deficiencies that cannot be corrected with AFMC resources.

1.3.1.4. Document the UTC assignments in the Air Force-Wide UTC Availability and Tasking Summary (AFWUS) and submit all changes to AFMC/XP-AO for updating in the AFWUS database.

1.3.2. Each FAM will maintain a current listing, by AEF, of their UTCs showing which UTCs have been tasked and which are still available for tasking. During crisis execution, the Air & Space Expeditionary Force Center (AEFC) will be advised as changes in UTC availability occur.

1.3.3. FAMs will resolve all tasking issues (i.e. problems with personnel and equipment) before TPFDD execution. Actions may include substituting units, requesting a deployment delay, or referring the tasking back to the AEFC functional scheduler, via the shortfall process to be re-nominated to another MAJCOM.

1.3.4. Shortfall definition. A tasked unit may request relief from a contingency tasking if the unit is unable to support the tasking. Relief should only be sought when the tasked unit does not possess suf-

ficient or qualified personnel to support a contingency tasking, the deployed commander is unable to waive the requirement, or the tasking is impossible to meet or will shut down critical elements of the home-station mission. A tasked unit should make every effort to qualify available, postured personnel before requesting relief. Relief is requested by submitting a shortfall request up through the MAJ-COM FAM.

1.3.5. Continuity Binder. FAMs should establish and maintain a continuity binder for their functional area. The following documents should be included in the continuity binder:

- 1.3.5.1. Copy of AFMC FAM appointment letter signed by the Director or Division Chief.
- 1.3.5.2. General correspondence to include current guidance for FAMs, messages from Air Staff, etc.
- 1.3.5.3. Equipment detail for all UTCs.
- 1.3.5.4. Personnel detail for all UTCs.
- 1.3.5.5. AFMAN 10-401, Vol I, Chapters 6 & 9.
- 1.3.5.6. AFMC Supp 10-401.
- 1.3.5.7. AFI 10-201.
- 1.3.5.8. AFMC Supp 10-201.
- 1.3.5.9. SORTS (Status of Resources and Training System)(classified database)/DOC (Designed Operational Capability) (usually unclassified) statements.
- 1.3.5.10. ECS (Expeditionary Combat Support) Base Alignment Template.
- 1.3.5.11. FAM Handbook.
- 1.3.5.12. Points of Contact.
- 1.3.5.13. UTC Detail, Mission Capability (MISCAP) Statement, and Line Remarks.

1.4. Appointment and Training.

1.4.1. AFMC FAMs will be appointed, at a minimum, of 18 months to ensure continuity of the functional area. (See [Attachment 2](#) for example of AFMC FAM appointment letter.)

1.4.2. All AFMC FAMs (primary and alternate[s]) will be scheduled for training within 90 days of their appointment (see [Attachment 3](#) for Formal Training List). Contact AFMC/XP-AO for scheduling. Furthermore, training will be provided on an as needed basis to ensure all FAMs are prepared for their duties (see [Attachment 3](#) for list of required and suggested courses).

1.4.3. Manning Requirements. AFMC functional areas must have a primary and alternate FAM identified via an appointment letter to AFMC/XP-AO. FAM must reside at HQ AFMC and /or Wright Patterson AFB to perform the duties required. After duty hours, FAMs must be able to respond within two hours of telephone recall during contingency and crisis response operations. During contingency operations FAM battlestaff manning is determined by the level of activity, the breadth and depth of the AFMC key staff involvement, and two-letter direction. Ongoing, projected, and potential new operations will be considered when making manning decisions.

Chapter 2

AIR & SPACE EXPEDITIONARY FORCE (AEF)

2.1. AEF Planning.

2.1.1. The Air & Space Expeditionary Force (AEF) construct is the primary method the Air Force uses to deploy/employ forces during a contingency. The management of personnel rotations for AEF 1–10 libraries, and enablers, requires constant oversight by the FAMs. The AEF libraries contain a finite capability that at any given time identifies forces for contingency tasking. The AEF Center (AEFC) schedules each of the ten AEFs for one 90 day contingency or on-call/deployment eligibility period every 15 months. Enablers are the high demand/low density resources that support all AEF libraries. The AFMC FAM, in coordination with AF component commands and AEFC, will develop concepts of operations (CONOPS) and supporting plans (as required) to support AEF operations.

2.1.2. As a force provider, FAMs should be aware of their units' tasking by both UTC and Unit Identification Code (UIC). The UIC is a six-digit code that identifies a specific functional area within a base. If a unit is deployed to support AEF steady-state operations and the unit is tasked to support another contingency operation, the FAM should have knowledge of other units within the AEF library with the same UTC capability and availability to support the new contingency operation.

2.1.3. FAMs will be the focal point for all AEF steady state, joint, personnel and/or equipment sourcing requirements. The FAM is the MAJCOM approval authority for sourcing of equipment and personnel to support any and all requirements.

2.1.4. During crisis planning, FAMs will receive a nominated requirement from the AEFC, they will first review the UTC status in ART for the nominated UIC. If that unit is unable to fulfill the requirement based on a RED assessment, the FAM will contact the unit to ensure the assessment is correctly reflected in ART. If they are indeed unable to fill the requirement, the FAM will check the status on other UTCs in the command from bases in the same window of vulnerability on the AEF alignment template. If another base has that UTC in an available status, the FAM will contact the AEFC scheduler to make the UIC change to that unit. If the FAM determines that no other unit assigned to the required AEF is capable of providing the required UTC, then the FAM will shortfall the requirement back to the AEFC.

2.1.5. AEF shortfalls will be reported to the AEFC from affected units through AFMC FAMs to the Expeditionary Combat Support Integrated Process Team (ECS IPT) POC in XP-AO. Only the ECS/IPT member or HQ AFMC/CV is authorized to approve a submitted shortfall. If approved, the ECS IPT will authorize the reporting of the shortfall to the AEFC.

2.1.6. In the event a Geographically Separated Unit (GSU) is tasked to provide personnel, equipment, or both to support steady-state operations, the FAM will contact the GSU of the requirement and then contact the host wing Installation Deployment Officer (IDO) where the GSU tasking is located. The IDO is the single individual responsible for identification, coordination and execution of all deployment taskings and requirements for the base where the GSU is located.

2.1.7. FAMs will maintain dialogue with the AEFC to ensure AFMC taskings are correct and sourced to the appropriate units, based on postured UTCs, availability coding, and ART assessments. FAMs will also keep the bases notified of any joint deployment requirements and/or other unique taskings. Close coordination is essential for bases/units to know their total AEF steady-state vulnerability.

2.1.8. Notify AEFC functional schedulers during contingency execution when AFMC is unable to source nominated requirements from available UTCs.

2.1.9. Each FAM will validate the accuracy of the information for each sourced UTC in the OPLAN TPFDD (Time-Phased Force and Deployment Data). The validated UTC requirements will be reflected in the Deployment Requirements Manning Document (DRMD) for the affected OPLAN. AFMC/XP-AO validates the requirements in the TPFDD based on inputs from the AFMC FAMs. The TPFDD data simultaneously populates the DRMD.

2.2. AEF UTC Reporting Tool (ART) Responsibilities.

2.2.1. At a minimum, FAMs are required to review their UTC ratings in the AEF UTC Reporting Tool (ART) database. FAMs will ensure all UTCs are reviewed and updated in ART by the unit commander according to the instructions and timelines established in AFI 10-244. Any assessments affecting the deployment status of the UTC must include reasonable get-well dates.

2.2.2. Prior to coordinating on a tasking by the AEFC, AFMC FAMs will check ART for current status of the UTC(s). If the UTC is rated RED an alternate UIC should be considered (see para 2.1.4.).

2.2.3. Problems identified in the ART database should be immediately reported to the AFMC ART Manager (XP-AO).

2.2.4. The overall base-wide allocation must be reviewed to ensure the proper total number of UTCs are assigned to the base and allocated to the appropriate AEF in the Base Alignment Template.

2.3. AFMC/XP-AO is available to provide guidance and answer any questions that may arise. AFMC/XP-AO can be reached at DSN 787-5650, or commercial (937) 257-5650.

JOHN L. BARRY, Major General, USAF
Director of Plans and Programs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Defense Planning Guidance (DPG)

Joint Strategic Capabilities Plan (JSCP) and separate functional annexes

CJCS Manual 3122.02B, *Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution*

CJCS Memorandum of Policy (MOP) No. 60, *Release Procedures or JCS Papers and Information*

USAF War and Mobilization Plan, Vol 1, *Basic Plan*

AFI-10-201, *Status of Resources and Training System*

AFI 10-400, *Expeditionary Aerospace Force/Air Expeditionary Force (EAF/AEF) force planning and execution*

AFMAN 10-401, *Vol I, Operation Plan and Concept Plan Development and Implementation*

AFMAN 10-401, *Vol II, Planning Formats and Guidance*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *USAF Deployment Planning*

AFI 10-404, *Base Support Planning*

AFI 10-408, *Mobility for Air Force Materiel Command Support Forces*

AFH 10-416, *Personnel Readiness and Mobilization*

AFPD 10-4, *Operation Planning*

AFI 24-201, *Cargo Movement*

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFDD 30, *Airlift Operations*

AFI 36-2129, *Logistics Plans Management*

AFI 38-201, *Determining Manpower Requirements*

AFI 38-205, *Managing Wartime and Contingency Manpower*

Joint Pub 1-03, *Joint Reporting Structure-General Instruction*

Attachment 2**AFMC FAM APPOINTMENT LETTER**

DATE

MEMORANDUM FOR AFMC/XP-AO

FROM: HQ AFMC/2 LTR OFFICE SYMBOL

SUBJECT: Appointment of AFMC Primary and Alternate Functional Area Managers (FAMs)

1. The following personnel are appointed as AFMC FAM(s):

NAME/ GRADE	OFF SYM	PRIMARY OR ALTERNATE	WORK #	HOME AND CELL #	SEC CLR	UTCs	AFSCs

2. Above individual(s) are responsible for all aspects of UTC management, to include annual UTC/DOC statement revisions/updates, sourcing of personnel and equipment for deliberate planning, crisis action planning, and exercises.

3. Individuals assigned will possess a minimum of 18 months retainability. (Note: Each two letter is required to appoint a primary and an alternate FAM with at least one civilian serving in the primary or alternate role.) Replacement FAMs will be identified 60 days in advance of the current FAM's departure and reside here at HQ AFMC and/or Wright Patterson AFB.

4. Individual selected as a FAM will be available for formal FAM training within 90 days of appointment.

NAME, GRADE, USAF

Director

CC:

HQ AFMC/DPM

HQ AFMC/XPM

HQ AFMC/DOOC

Attachment 3

FORMAL TRAINING

Currently, no formal FAM courses exist within the Air Force that provides detailed instructions or techniques on the methodology for performing the myriad of responsibilities affiliated with the job. However, the courses referenced below (particularly CWPC) can aid in the understanding and performance of FAM duties.

REQUIRED

1. Contingency Wartime Planning Course (CWPC). Attendance at CWPC is highly desirable for all new AFMC FAMs. It provides an overview of the USAF planning process, which touches on all levels of planning, from the President and the Secretary of Defense down to base level, covering five aspects of planning: players, resources, plan development, execution, and analysis. The two-week course is held at Maxwell AFB, AL, and is conducted by the College of Aerospace Doctrine and Education, office symbol CADRE/ARP. Prerequisites: SSgt through Lt Col or civilian equivalent, who are assigned or en route to an "R" prefix position or a staff war planning position in any functional area from base to Air Staff level and who holds a SECRET clearance. POC: AFMC XP-AO.

RECOMMENDED

1. Status of Resources and Training System (SORTS) Data Handlers Course. The SORTS Data Handler's Course is designed to train unit personnel on the basic preparation of SORTS reports to include an introduction to the SORTS program, proper calculation of unit worksheets, United States Message Text Format (USMTF) and common error reports. This three-day course is available for all unit SORTS monitors, Command Post SORTS Managers, and HQ FAMs. This course is presented by the Keesler SORTS Mobile Training Team and is primarily hosted by the Wing Command Posts at each base. Prerequisites: SECRET clearance. POC: Contact the MAJCOM SORTS Manager for a schedule of classes and locations.

2. AMC GCCS Combined Applications Course. Attendance at GCCS is highly desirable for all new AFMC FAMs. The first section includes the GCCS Common Applications most personnel will use. This section includes modules on the basic Desktop environment, Newsgroups, File Manager, Communication tools and File Transfer Protocol Tool (FTPtool). Information management through the use of GSORTS and In-transit Visibility using the Global Transformation Network (GTN) are also covered in this section. The second section includes reviewing OPLAN data through the use of JET (JOPES Editing Tool) which includes navigation through the various JET windows. In addition, students will generate, format, and modify OPLAN reports through the use of RQT (Rapid Query Tool). The third section entails use of DCAPES. Through a series of scenarios, which model real-world events, students will gain a more in-depth knowledge of the tools available to them on the GCCS platform. Students will work individually and in teams in order to complete an encompassing end-of-course scenario. This 2 week course is held at the Air Materiel Warfare Center (AMWC); Fort Dix, NJ. Clearance: Secret. POC: AFMC XP-AO.

3. Deliberate and Crisis Action Planning and Execution Segments (DCAPES) Functional Area Manager Course. This course provides training for Department of Defense personnel in the knowledge and skills needed to perform the primary duties as DCAPES Manager. The scope of the training includes

DCAPES planning, managing Air Force deployment data, managing OPLANs, TPFDDs, UTCs and Analysis Feasibility Tool (AFT). This course can be scheduled through AFMC XP-AO.

SUGGESTED

1. Joint Flow and Analysis System for Transportation (JFAST) Course. A five-day course covering the JOPES software used for analyzing the transportation feasibility of a TPFDD. Location: Joint Deployment Training Center; Fort Eustus, VA.